

Accessibility Specialist Lead

Job Code: 8267

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for reviewing disability documentation and determining appropriate academic, housing, and dining accommodations in accordance with ADA and Section 504 regulation including collaboration with faculty and staff to ensure institutional compliance with disability laws. Additionally, the role supports campus-wide ADA/504 compliance efforts through training, workshops, and outreach events aimed at promoting accessibility, inclusion, and awareness across the university community.

- Determines student eligibility for services by evaluating disability documentation in accordance with the Americans with Disabilities Act (ADA) and Section 504 and approves reasonable accommodations
- Conducts interactive meetings with students to assess needs and support self-advocacy and accommodation implementation
- Coordinates and monitors the effectiveness of accommodations and ensures compliance with legal and institutional standards
- Provides consultation, resources, and guidance to faculty and staff on disability-related matters, college policies, and ADA compliance
- Maintains collaborative relationships with internal stakeholders, including academic departments and campus offices, to promote access and inclusion
- Collaborates with external stakeholders such as school districts, transition programs, and state agencies to support student recruitment, transition, and retention
- Provides guidance to Accessibility Specialists, interns, graduate assistants, and student employees
- Leads and facilitates programs for students and other department initiatives
- Develops, facilitates, and supports accessibility/disability-related workshops, events, trainings, and outreach to promote campus-wide awareness and inclusion
- Contributes to the development, review, and revision of policies, procedures, and guidelines for determining and implementing accommodations
- Manages student data and documentation in the accommodation management system and ensures accurate recordkeeping
- Remains current with ADA regulations, OCR guidance, DSM updates, and best practices through ongoing professional development and engagement with relevant professional organizations
- Provides on-going case management to an assigned caseload of students
- Performs various duties as needed to successfully fulfill the function of the position

Minimum Qualifications

Education:

- Bachelors degree from an accredited institution

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 3 years of related experience

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other relevant federal and state disability laws and regulations
- Knowledge of standardized testing procedures, assessment techniques, and the interpretation of assessments for determining accommodation eligibility
- Ability to interpret and apply disability laws, policies, and procedures to individual student cases
- Ability to work collaboratively and build partnerships across departments, institutions, and external agencies
- Ability to think critically and solve problems creatively, particularly when addressing access barriers or complex accommodation



JOB DESCRIPTION

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requests

- Effective organizational and time-management skills, including the ability to prioritize tasks, manage multiple caseloads, and meet deadlines
- Ability to manage confidential records and student data with accuracy and discretion using electronic accommodation management systems
- Strong interpersonal and communication skills to work effectively with students, faculty, staff, and external stakeholders
- Strong attention to detail and follow-through
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) for documentation, analysis, and presentations
- Stays current with evolving laws, best practices, and professional guidance in disability services and higher education accessibility
- Ability to adapt to changing priorities, manage multiple responsibilities, and meet deadlines in a fast-paced environment

Working Conditions

- Primarily office-based with regular use of computers
- Occasional evening or weekend hours may be required for events, outreach, or urgent student needs
- Work involves access to sensitive student information and requires strict adherence to FERPA, HIPAA, and institutional confidentiality policies
- Occasional travel may be required for conferences, training, or professional development activities related to disability law, accessibility, or higher education

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